

Department of the Army
Headquarters, U. S. Army Forces Command
1777 Hardee Avenue, SW.
Fort McPherson, Georgia 30330-1062
1 December 1993

FORSCOM Supplement 1 to AR 25-400-2

**Information Management
THE MODERN ARMY RECORDKEEPING SYSTEM (MARKS)**

Summary. This supplement covers unique requirements at FORSCOM installations/CONUSA/USARC relating The Modern Army Recordkeeping System (MARKS).

Applicability. Commanders of USARC, CONUSA, FORSCOM installations, and activities reporting directly to FORSCOM, who have a records manager appointed under AR 25-1 (The Army Information Resources Management Program).

Supplementation. Proposed supplementations to this regulation must be forwarded through this headquarters, ATTN: AFCE-A, to HQDA (SAIS-IDP), The Pentagon, Washington, D.C. 20310-0107, for approval prior to publication.

Interim changes. Interim changes to this supplement are not official unless they are authenticated by the Deputy Chief of Staff for Command, Control, Communications, and Computers, DCSC4, FORSCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent of this supplement is the Deputy Chief of Staff for Command, Control, Communications, and Computers, FORSCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, FORSCOM, ATTN: AFCE-A, Fort McPherson, GA 30330-1062.

FOR THE COMMANDER:

OFFICIAL

C. G. MARSH
Major General, USA
Chief of Staff

SIGNED

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Distribution is Special for HQ FORSCOM, FORSCOM installations, FORSCOM units on non-FORSCOM installations, HQ USARC, USAR, CONUSA, and ARNG, intended for command levels A, B, C, D, and E.

Copies furnished:

HQDA (SAIS-IDP), HQDA (ASOP-MP), HQ TRADOC, TRADOC installations, NGB, HSC, AMC, MDW, USASOC, HQ USARC, HQ USAISC, INSCOM, DESCOM, Eighth U.S. Army, USAREUR & Seventh Army, WESTCOM, HQ FORSCOM (AFCE-A) (record set)

AR 25-400-2, 26 February 1993, is supplemented as follows:

Page 1, paragraph 1-4: Add subparagraph f.

f. Provisions of this regulation will be applied to fiscal year records by October 1993, and to calendar year records by January 1994.

Page 2, paragraph 2-1: Add subparagraph c.

c. Requests for new or revised file numbers from FORSCOM installations/agencies/activities will be sent through this headquarters, ATTN: AFCE-A. Local records managers should screen these requests to preclude duplication and verify valid filing requirements.

Page 10, paragraph 5-13: Add subparagraph c.

c. Forces Command Form 350-R/350-1-R, 1 Oct 89, Lists of Files, should be used by FORSCOM activities. A local form will not be developed for this purpose. Should plain bond paper be used to prepare the file plan, columns

must be provided to annotate the Privacy Act systems Notice, if applicable, records media, and records eligible for transfer to the records holding area.

Page 10, paragraph 6-2: Add subparagraph h.

h. Folder label positions.

(1) First position (left or center). Files to be destroyed in the current files area.

(2) Second position (center). Files to be destroyed in the RHA or OCRHA. Organizations not serviced by a RHA will not use this position.

(3) Third position (right or center). Files to be retired to a records center.

(4) Open-shelf files. Except in cases where records have a retention period of 5 years or longer, file labels may be placed in the first or third position, whichever is nearer the file aisle, when open shelf equipment is used.

(5) Other systems. Folders under systems other than MARKS (for example, TOP SECRET), may be arranged by control number(s), project or exercise name, organization activities to which they relate, or other methodology(ies) or similar patterns that will aid in their retrieval.